

SATERN SUPERVISOR Adding/Removing Items to Employee Learning Plans	
1.	Login to SATERN at https://satern.nasa.gov using your User Name and Password . Note: User Name and Password fields are case-sensitive
2.	Click Login .
3.	Select My Employees from the Main Menu.
4.	Select Learning Plans from the sub-menu.
5.	Click the Add Items or Remove Items option. Note: To Remove items, just click Add Changes and process is complete.
6.	To Add Items , from the list of your direct reports: Click the Select checkbox next to each employee to whom you want to assign an item.
7.	In the Select Items for Adding section, Enter keywords/title of items to add to the Learning Plan in the search field. Click Search .
8.	SATERN will display the title and description of all item matches. Check the Add box for each item you want to add. Click Add Checked .
9.	Note: Assign Date and Required Date default to the current date. Click the calendar icon to change.
10.	To change the Assignment Type , Click Select link, then the Search button.
11.	Select the type:
12.	Click Add Changes .

SATERN SUPERVISOR Approving External Training Requests	
1.	Click link in SATERN notification email to login. Enter User Name and Password .
2.	Note any red ALERTS on left-side of your personal SATERN home page.
3.	Click You have Learner Training Approvals link.
4.	Click title of Item to review employee's NASA Form-1735 .
5.	Click Edit the Request to make needed edits. Note: Contact employee if need additional information.
6.	Select Back button <u>on screen</u> to return to NF-1735 screen. Note: Do NOT use the Back button in your Internet browser's toolbar.
7.	Click Printable Version for copy.
8.	Uncheck Enter Reasons for Approvals or Denials .
9.	Is funding required? NO – Move on to next step. YES – Contact Funding Allocation POC . Note: Funds available: Approve request. Funds <u>not</u> available: Deny request.
10.	Select Approve , Deny or Skip for each submitted request, Note: Enter reason for Denial in Comments section.
11.	Click Next .
12.	Review your approval selections.
13.	Click Confirm .